

Learning Coach LLC
LearningCoachWA.com
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Electronic Communications Consent Form

Definitions. Learning Coach LLC uses email and text messaging to communicate administrative information (such as appointment times, reminders, cancellations, rescheduling, etc.) with clients. Learning Coach LLC also uses social media to share and exchange pertinent information related to learning and therapy.

Benefits. Email and texting are valuable for sending information and receiving information during one's own availability (compared to phone calls which require both people to be available at the same time). Written communication also has the advantage of being stored on a phone or computer for later retrieval of details. It allows for communication across long distances much more quickly than by mail.

Considerations.

1. There is inherent security risk in email and text messaging, such as communications being read by unintended recipients of the message, or security breaches occurring through internet service providers. Telephone and face-to-face context are the most secure modes of communication.
2. Any email sent to your therapist from a computer in a work-place environment is legally accessible by your employer and can be read by system administrators.
3. Learning Coach LLC is obligated by law to keep records of all of our communications, and despite the many rights to privacy afforded clients by Health Insurance Portability and Accountability Act (HIPAA), a service provider must comply if a judge subpoenas these records.
4. Social media accounts that comment or interact with Learning Coach LLC are viewable by other users of social media, which can present risk to client confidentiality.

Learning Coach LLC Policies

1. Learning Coach LLC uses email and text message to exchange administrative information only with client consent.
2. Individual therapists at Learning Coach LLC may participate on various social networks like Facebook, Twitter, YouTube, Instagram, and LinkedIn, but do not engage with any current or previous clients through these social media platforms.
3. Learning Coach LLC does not use web searches to gather information about clients.

Client Acknowledgment

1. *I understand that I should use email and text for administrative purposes, and not to communicate therapeutic content.*
2. *I understand that interacting with Learning Coach LLC on social media can be viewable by other users of social media.*
3. *I understand that I may change or revoke any or all of my permissions at any time in the future, simply by discussing it with my clinician and signing a new Electronic Communication Policy.*
4. *By signing below I agree that I have read, understood, and agree to the items contained in this document*

Consent

<u>Email</u>	Client / Person 1	Family / Person 2
<i>I allow the use of email to communicate with my service provider for administrative purposes only.</i>	_____ I agree	_____ I agree
	_____ I do not agree	_____ I do not agree
<i>I allow the use of email to receive automated reminders of my appointments.</i>	_____ I agree	_____ I agree
	_____ I do not agree	_____ I do not agree
<u>Text Messaging</u>		
<i>I allow the use of text messaging to communicate with my service provider for administrative purposes only.</i>	_____ I agree	_____ I agree
	_____ I do not agree	_____ I do not agree
<i>I allow the use of text messaging to receive automated reminders of my appointments.</i>	_____ I agree	_____ I agree
	_____ I do not agree	_____ I do not agree

Client name _____ Date of Birth _____

➤ Signature _____ Date _____

Legal guardian name _____ Relationship to client _____

➤ Signature _____ Date _____

Other authorized signatory _____

Description of authorization _____

➤ Signature _____ Date _____